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14 May 1968

MEMORANDUM FOR: Chief, Support Services Staff

SUBJECT : Proposal for Use of Overseas Returnees

1. This memo, in paragraph 8, recommends an action by you and the Deputy Director for Support.

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2. Recently I was approached by [] of DDP Programs and Plans Staff concerning the possibility of using several DDP Overseas Returnees to clean up some 20,000 cubic feet of DDP records at the Agency Records Center. I agreed that it seemed feasible and I would study the possibilities with my Staff. Subsequent study has evolved the following proposal for an Agencywide project with a substantial foundation on which to build a long range, significant accomplishment.

3. Although the overcrowded Records Center requires urgent relief, the routine staff employee is not familiar with the legal requirements for retaining office records, the employee rights to be protected by certain personnel files, and the historical significance of still other project documentation. Several training sessions will be required to orient even the returning administrative officer to the archival considerations influencing records disposal.

4. Simultaneous with the demand for volume reduction at the Records Center is the more serious endeavor of identifying the Agency Records that must be retained. Last Tuesday, Mr. Bannerman and the Archivist of the United States spoke to the Agency Historians and Records Officers about the importance of Agency records of historical and archival value. At this same Conference, [] and I spoke of the work necessary to identify those records, to establish responsible "Offices of Record" for each of those various files, and to create a Records Retention Plan Agencywide. I informed the Records Officers we would work with them, through their Directorate Records Officer, to coordinate the development of such Records Retention Plans for each Office, Division, and Staff. I asked the Historians to help their Records Management Officers. I urged them to inform their RMO's of their experiences and findings as well as to make recommendations concerning "Offices of Record" and to identify incomplete historical files they had tried to work with.

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5. The development and implementation of a Records Retention Plan is a sizeable task, but it has a tremendous potential. The presence of such a plan will improve the filing procedures and the quality of records in the office as well as to reduce the paper volume in the office and in the Center. Confidence in the "Office of Record" file will permit all others to dispose of copies after their reference or working paper period has passed. Likewise, the authoritative designation of records to be retained will encourage the disposal of other papers in accordance with tighter "Records Control Schedules".

6. I am convinced that we should establish a project in which at least one Returnee is attached to each Office, Division, or Staff in each of the Directorates, and that Returnee to be assigned to work with the Records Management Officer on the development and implementation of a Records Retention Plan for that component. The project activity would channel through the Directorate RMO and his Staff and Returnees. The RMO and Returnee would receive training from our Central Staff and would respond to our guidance and standards toward completion of this Project. After being oriented in this Records Plan these teams will inventory all of the component files and will create the itemized Records Retention Plan in coordination with various chiefs within the component. During this activity these individuals will have established the required foundation, knowledge, and competence regarding the records and filing requirements of that component. Only then, after some six months of digging in files throughout the component, with the RMO and operating officials concerned, only then are these Returnees qualified to review the old files stored in the Records Center and make disposition recommendations to the RMO and operating official whose records they are reviewing. Only assigned personnel would be granted access to office records.

7. Finally, after a year the Retention Plans and Records Storage purge should be completed. Such records analysis work and component-wide review of file procedures and actual records requirements will help to make these Returnees excellently qualified to contribute to future ADP systems analysis for their components. This team of Records Officer and File Procedure Specialists will be extremely valuable in Systems Studies.

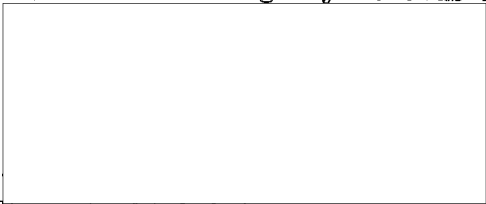
8. It is recommended that the Chief, Support Services Staff seek approval of the Deputy Director for Support to establish the project outlined above to develop at least one overseas Returnee in each component as a Records Procedure Specialist responsible to work with the Records Management Officer to develop and implement a Records Retention Plan, to review and recommend ways to reduce the component volume in the Agency Archives and Records Center, and to ultimately become proficient in the automation of the component's records operations.

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9. Such a long range assignment, complete with the time necessary for training to provide the specialized foundation in records, should develop individuals competent to analyze and propose the disposition of component records. The current RMO's cannot do this alone because they will not be broken loose from their several other assignments and the rest of the Total Records Program. Regardless of the grade disparity the RMO could provide the local orientation, liaison, and control through the Central Staff to accomplish these assignments. The component needs these potential ADP personnel and the improvement of Agency records needs their help now.

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CIA Records Administration Officer

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STAT OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	[REDACTED]		15 May	RHR/gma	
2					
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ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks: <p>After my chats with [REDACTED] you, STAT and my staff last week, I developed the at- tached proposal to use Returnees in each component to study office files, develop the local Records Retention Plan, and then purge their holdings at the Center. They would work with their Records Management Officers.</p> <p>It is a big project requiring much STAT training, supervision, and about a year's time. Our Staff would need some Returnees to implement this Project. I hope you and the DDS will be receptive.</p>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
[REDACTED] Chief, Records Admin Branch				5/14/68	
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